The Way Adam Wants His Minutes

Housekeeping

a. Date and location of the meeting
b. “Meeting was called to order at ____________”
c. List who was present
d. List materials provided (e.g. agenda, past minutes, fair schedule, etc.)
e. And then people will talk and you can summarize that.
f. “___________ moved that the minutes be accepted as submitted, and ___________ seconded. The motion carried unanimously.”
g. And then people will talk some more and you can summarize that as well.

Committee Reports

a. Summarize the report given by each committee chair. If anything is voted upon, or if someone is given a job to do, or we set a date for something, write it down.
b. There will be a lot of cross-talk. Don’t worry if you can’t get it all down. The main thing is to get down any official business like votes, dates and job assignments.

Old Business

a. Be sure to get something written down about each agenda item in the Old Business, especially if there’s a vote.

New Business

a. Same as Old Business

Adjourn

a. Be sure to catch who moved to adjourn, and who seconded. And be sure and include the next meeting date.

“Submitted By YOUR NAME, Secretary”